

## FCTAC Checklist

(\* = required)

### Identify the location of your building

- State \* \_\_\_\_\_
- ZIP code \_\_\_\_\_

### Gather your electrical bills from the last 12 months (a single month can be used for a more general analysis)

- Average your electrical energy cost from the last 12 months (\$/kWh) \* \_\_\_\_\_  
*Alternatively, enter the electrical energy cost from your last bill*
- Add up your electricity usage from the last 12 months (kW) \* \_\_\_\_\_  
*Alternatively, multiply the electricity usage from your last bill by 12*
- Average your demand charge from the last 12 months (\$/kW) \_\_\_\_\_  
*Alternatively, enter the demand charge from your last bill*

### Gather your heating bills from the last 12 months (a single month can be used for a more general analysis)

- Determine your heating fuel type
  - ☐ Natural gas
  - ☐ Oil
  - ☐ Propane
  - ☐ Biodiesel
- Average your heating fuel energy cost from the last 12 months (\$/therm or \$/gallon) \_\_\_\_\_  
*Alternatively, enter the heating fuel cost from your last bill*
- Add up your heating fuel usage from the last 12 months (therms or gallons) \_\_\_\_\_  
*Alternatively, multiply the heating fuel energy usage from your last bill by 12*

### Determine which building type is most similar to yours based on how it is used.\*

- |  |   |
|--|---|
| <input type="checkbox"/> Apartment – Midrise           | <input type="checkbox"/> Restaurant – Fast Food |
| <input type="checkbox"/> Hotel – Small                 | <input type="checkbox"/> Restaurant – Sit Down  |
| <input type="checkbox"/> Hotel – Large                 | <input type="checkbox"/> Retail – Big Box       |
| <input type="checkbox"/> Medical – Hospital            | <input type="checkbox"/> Retail – Strip Mall    |
| <input type="checkbox"/> Medical – Outpatient Facility | <input type="checkbox"/> Retail – Supermarket   |
| <input type="checkbox"/> Office – Small                | <input type="checkbox"/> School – Primary       |
| <input type="checkbox"/> Office – Medium               | <input type="checkbox"/> School – Secondary     |
| <input type="checkbox"/> Office – Large                | <input type="checkbox"/> Warehouse              |

### Determine the age of your building \*

- ☐ 2010 or newer
- ☐ 2007 to 2009
- ☐ 2004 to 2006
- ☐ 1980 to 2003
- ☐ Pre 1980

### Determine the incentives available in your area (\$/kW) \_\_\_\_\_

- Check this web site for more information: <http://www.epa.gov/chp/policies/database.html>

Enter your data at [fctac.nrel.gov](http://fctac.nrel.gov)